

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, PERSONNEL
UNIT 29351
APO AE 09014

AEAGA-CP (690-900)

27 July 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: PERSACT Standard Operating Procedure (SOP) 99-690-900.4 Instructions for Resource Management Officials

1. This SOP provides guidelines for completing the Resource Management portion of the automated Personnel Action Requests (PARs), both U.S. and LN.
2. On U.S. PARs the complete accounting classification must be entered, preceded and followed by a \$- sign in the requesting office remarks section of the screen form. This will facilitate the flow of information to DFAS.
3. Review all Resource Management (RM) related items on the form. If any of them are incorrect, enter the correct information in the requesting office remarks section of the screen form. It is imperative that the information is not changed in the designated blocks. The correct data must be entered in the requesting office remarks section. While this may seem awkward, it is the only way you can be sure that the new information will remain on the form throughout all stages of coordination and that the CPOC will be alerted to adjust the database accordingly. Changing data on the screen form does not update the database.
4. Review payroll number, TDA data, AMS code, Fiscal Station Code and APC on the LN-PAR. If information is missing or outdated, enter the missing/correct data in the requesting office comments section of the form. As with the automated SF-52, do not make changes in the designated blocks directly.
5. Before coordinating (submitting) the PARs to the CPAC be sure you electronically sign in the designated block on page 4 of the LN-PAR. On page four of the U.S.-PAR click on the first empty clearance block and enter your password when prompted. Your initials and the date will appear. At the cursor, enter your organization. You can now coordinate the action.
6. HQ USAREUR/7A POC is Ms. Renate Riseden, 370-3936.

FOR THE DEPUTY CHIEF OF STAFF, PERSONNEL:

Encl

TONI B. WAINWRIGHT
Assistant Deputy Chief of Staff,
Personnel (Civilian Personnel)

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